DOCUMENT RESUME

ED 155 460 CE 016 971

AUTHOR	McElveen, Peggy C.
TITLE	Petty Cash. Student's Manual and Instructor's Manual.
INSTITUTION	Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY	South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE	77
NOTE	124p.; For related documents see CE 014 491 and CE 016 911-989 ; Some parts of document may not reproduce clearly
AVAILABLE FROM	Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)
EDRS PRICE	MF-$0.83 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Accounting; Answer Keys; Behavioral Objectives; Bookkeeping; Business Education; Business Skills; Data Sheets; Financial Services; Instructional Materials; Mathematics; *Money Management; *Office Occupations Education; Performance Based Education; *Recordkeeping; Records (Forms); Task Performance; Teaching Guides
IDENTIFIERS	*Petty Cash Funds; Vocational Technical Education Consortium States

ABSTRACT

Both a set of student materials and an instructor's manual on maintaining a petty cash fund are included in this packet, which is one of a series. The student materials include a pretest, five learning activities which contain the information and forms needed to complete the activities, a student self-check, with each activity, and a posttest. The instructor's manual includes teaching instructions, answer keys, and the script of filmstrip on petty cash management. (These materials are based on performance objectives 32 of the V-TECS [Vocational-Technical Consortium of States] Secretarial Catalog.) (BM)

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ED155460

PETTY CASH

STUDENT'S MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 32 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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CE 016 971

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STUDENT MATERIALS

PETTY CASH

INTRODUCTION

All businesses pay most of their expenses by writing checks to their creditors. However, at times small payments have to be made for such items as postage, special messengers, and minor supplies, which are more easily paid for with cash rather than a check. To handle these cash payments so that accurate records are kept, the business maintains a PETTY CASH FUND. Once you become employed, the handling of the Petty Cash Fund may become your responsibility. Therefore, in this Learning Activity Package (LAP) you will learn to do all of the tasks necessary to establish a Petty Cash Fund, to make payments from it, and to replenish the fund when necessary or at the end of each accounting period.

If you would like to become proficient in handling all the tasks involved with the Petty Cash Fund, then study the directions for completing this LAP.

DIRECTIONS

Read the performance objectives listed below. If you feel that you are already able to perform these tasks, then turn to the next page and do the pre-test. After you have completed it, give it to your instructor for evaluation. If you display 100% accuracy on the pre-test, then return this LAP to your instructor and receive the next assignment.

However, if you are unsuccessful with the pre-test or you feel you need to have preparation to do these performance objectives, then go through the Learning Activities in the order given.

PERFORMANCE OBJECTIVES

1. Given a check and a page from the cash payments journal, write a check and stub it properly to establish a petty cash fund, then record the proper accounting entry in the cash payments journal with 100% accuracy.

2. Given a list of petty cash transactions, petty cash vouchers, and a blank page from a petty cash journal, prepare vouchers and record the petty cash transactions with 100% accuracy.

3. Given a check, a page from the cash payments journal, and a page of petty cash transactions for a period of time, write a check and stub it properly to replenish the petty cash fund, then make the proper accounting entry in the cash payments journal with 100% accuracy.

PRE–TEST

DIRECTIONS

Ask your instructor for the answer sheets for this test. Complete the following tasks and give your completed answer sheets to your instructor for evaluation. If you have done these tasks with 100% accuracy, then you have no need to do this LAP, since you show proficiency in being able to handle the tasks dealing with the petty cash fund. However, if you are not successful with the tasks, then you should turn to page 4 and do the various learning activities listed. After these activities have been completed, you will be tested again to see if you are able to handle the tasks successfully.

TASK ONE

Assume that you are employed by the Gaffney Knitters as an office clerk. Mrs. Anderson, your supervisor, decides that your firm needs a petty cash fund to keep an accurate record of all small cash payments. Therefore, she instructs you to write a check and get it signed by her to establish a fund. Also, she wants you to make the proper accounting entry in the company's cash payments journal. The check you are to write is No. 36 and use the date May 4, 19––. The amount of money your supervisor wants placed in the petty cash fund is $50.00. You will use page 9 of the Cash Payments Journal.

TASK TWO

You are to assume that you are employed as a general office clerk for Anderson Supplies, Incorporated. The following is a list of ten transactions that were made from the petty cash fund the week of June 24, 19–– through June 29, 19––. Your supervisor has instructed you to make out a petty cash voucher for each of these expenditures that were made from the petty cash fund. These items are to be charged as expenses to one of the following accounts. You determine which account is to be used.

Account Name	Account Number
Mailing Expense	526
Miscellaneous Expense	529
Office Supplies Expense	553
Payroll Expense	575

Expenditures from the Petty Cash Fund during the week of June 24, 19––:

June 24, 19––	No. 1	Mary Jones, the messenger, was sent to the All-Day Drug Store to buy a roll of twine to wrap a package for mailing. It cost 58 cents.
June 24, 19––	No. 2	After the package was wrapped, Mary carried it to the post office for mailing. It cost $1.65 to mail.
June 25, 19––	No. 3	Your supervisor sent Mary to Able's Book Store to buy several magazines for the reception room. They cost $3.50.
June 25, 19––	No. 4	Mary was sent to Gaston Office Supply, Inc. to buy some rubber cement for Jane in the Duplicating Department. It cost 89 cents.

June 26, 19--	No. 5	Mary was sent to the United Dime Store to buy some plant food for the hanging basket in the reception room. It cost $1.04.
June 27, 19--	No. 6	A deliveryman, R. J. Stone, brought a big package to the firm that had $5.60 postage due on it.
June 27, 19--	No. 7	Two office employees, Ann Allison and Sue Jackson, worked overtime and they were instructed to pay for their supper out of the petty cash fund. Their meals cost $7.86.
June 28, 19--	No. 8	Mary was sent to Dedman's Grocery Store down the street to buy some cleaner for the restrooms. The cost of this was $1.55.
June 28, 19--	No. 9	Andy Howell, a young boy, came by and wanted to wash the showcase window in the reception room. We hired him to do it and paid him $2.00.
June 29, 19--	No. 10	Mary was told to go by the post office before reporting to work to buy 3 special delivery stamps. They cost 78 cents.

TASK THREE

It is the policy of Anderson Supplies, Incorporated to record all petty cash vouchers in a special book called the Petty Cash Journal at the end of each week. On Monday, one of your jobs is to take all the petty cash vouchers from the previous week and record them in the Petty Cash Journal. Today, July 1, 19-- you take the ten vouchers you filled out in Task Two and record them on page 4 of the Petty Cash Journal.

TASK FOUR

It is the policy of Anderson Supplies, Incorporated to replenish the petty cash fund on Monday of each week. On July 1, 19--, after you have posted all the petty cash vouchers of the previous week to the Petty Cash Journal, you are to fill out a summary report of petty cash expenditures for the previous week and write check No. 46 to replenish the fund. You are authorized to sign the check. Then you are to make the correct accounting entry in the cash payments journal to cover this task of replenishing the petty cash fund. The fund carries a beginning balance of $50.00. You are to use page 11 of the cash payments journal.

YOU HAVE COMPLETED THE PRE-TEST. TAKE YOUR ANSWER SHEETS TO YOUR INSTRUCTOR FOR EVALUATION.

VII N–3A

CHECK STUB — **PRE-TEST – PETTY CASH** — **ANSWER SHEET – TASK 1** — **CHECK**

No. _____

Balance 896 34

_____ 19 ____

To _____

For _____

Deposits	200	00
Total	1,096	34
Amount This Check		
Balance		

MERCHANTS' AND PLANTERS' STATE BANK
OF SOUTH CAROLINA
GAFFNEY, SOUTH CAROLINA

67-336
532

_____ 19 ____

Pay to the Order of _____ $ _____

_____ Dollars

No. _____

GAFFNEY KNITTERS

:0694...079: 729 8614

CASH PAYMENTS JOURNAL — **PAGE**

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Adm. Credit	PURCHASES DISCOUNT Prod. Credit	CASH CREDIT

6 7

VII N–3B

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

VII N–3C

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

VII N–3D

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH JOURNAL Page _____

For week beginning _____ 19_____ to _____ 19 _____

VII N–3E

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	

Recorded By Date Total

PRE-TEST – PETTY CASH
ANSWER SHEET – TASK 4 – PAGE 1

Use this section for computations

PETTY CASH SUMMARY

Date _____ 19 _____

For week of _____ 19 _____ to _____ 19 _____

Original Petty Cash Balance $ _____

Expenditures:

Account Name	Account Number	Amount	

Total Expenditures $ _____
Balance in Fund $ _____

Prepared By _____

Account Names

526 – Mailing Expense
529 – Miscellaneous Expense
553 – Office Supplies Expense
575 – Payroll Expense

VII N–3G

CHECK STUB PRE-TEST – PETTY CASH ANSWER SHEET – TASK 4 – PAGE 2 CHECK

No. _____

Balance 1896 42

_____ 19____

To _____

For _____

Deposits 568 32

Total

Amount This Check

Balance

MERCHANTS' AND PLANTERS' STATE BANK
OF SOUTH CAROLINA
GAFFNEY, SOUTH CAROLINA

67-336
532

_____ 19____

Pay to the Order of _____ $_____

_____ Dollars

No. _____

ANDERSON SUPPLIES, INC.

:0694...079 729 8614

CASH PAYMENTS JOURNAL PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Adm. Credit	PURCHASES DISCOUNT Prod. Credit	CASH CREDIT
									18
17									

LEARNING ACTIVITIES

As you complete each of the following Learning Activities, check off the item on the form that you find in the pocket at the bottom of the page. After you complete the Post Test attach it to your answer sheets with a paper clip.

1. VIEW filmstrip, PETTY CASH FUND, Clemson Vocational Education Media Center.

2. READ Boynton, Swanson, Carlson, and Forkner, *Century 21 Accounting*, pp. 63-65, or Freeman, Hanna, Kahn, Weaver, *Accounting 10/12*, pp. 143-149, or your text.

3. CHECK YOUR KNOWLEDGE of establishing the petty cash fund by completing Student Self-Check I, ESTABLISHING THE PETTY CASH FUND.

4. CHECK YOUR KNOWLEDGE of preparing petty cash vouchers by completing Student Self-Check II, THE PETTY CASH VOUCHER.

5. CHECK YOUR KNOWLEDGE of recording petty cash vouchers in a petty cash journal by completing Student Self-Check III, KEEPING THE PETTY CASH JOURNAL.

6. CHECK YOUR KNOWLEDGE of preparing a petty cash summary from the petty cash journal, writing a check to replenish the fund and making the proper entry in the cash payments journal by completing Student Self-Check IV, PREPARING A PETTY CASH SUMMARY AND REPLENISHING THE PETTY CASH FUND.

7. CHECK YOUR KNOWLEDGE of handling a petty cash fund from start to finish, by doing Student Self-Check V, KEEPING THE PETTY CASH ACCOUNT.

8. TAKE the final test to see if you have gained complete mastery in handling the petty cash account.

ATTENTION TEACHER:

PLACE POCKET OVER
THIS AREA

LEARNING ACTIVITIES CHECKLIST

Check each of the following as you complete them.

_____ 1. View filmstrip

_____ 2. Read in text

_____ 3. Self-Check I

_____ 4. Self-Check II

_____ 5. Self-Check III

_____ 6. Self-Check IV

_____ 7. Self-Check V

_____ 8. Post Test

Name _____

STUDENT SELF–CHECK I

ESTABLISHING THE PETTY CASH FUND

The following are three problems that deal with the establishment of the petty cash fund. In each you are given the amount of the petty cash fund to be started. Write a check for the amount stated in each problem, and then make the correct entry in the Cash Payments Journal that is provided.

1. Establish a petty cash fund for $35.00. The check that is to be written to establish the fund is check number 48. Use the date of April 6, 19––. The Cash Payments Journal page is 6.
2. Establish a petty cash fund for $50.00. The check that is to be written to establish the fund is check no. 68. Use the date April 15, 19––. The Cash Payments Journal page is 8.
3. Establish a petty cash fund for $100.00. The check that is to be written to establish the fund is check no. 84. Use the date July 14, 19––. The Cash Payments Journal page is 10.

The forms you will need to do the above problems are in this envelope:

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

VII N–5A

STUDENT SELF–CHECK I ESTABLISHING THE PETTY CASH FUND – PROBLEM 1 – ANSWER SHEET

CHECK STUB

No. _____

Balance 346 52

_____ 19____

To _____

For _____

Deposits 300 50

Total

Amount This Check

Balance

CHECK

FIRST NATIONAL BANK OF WILLIAMSTON
WILLIAMSTON, OHIO

72-436
241

_____ 19____

Pay to the Order of _____ $_____

_____ Dollars

No. _____

WESTERN LINES, INC.

:0934...216 849 8964

CASH PAYMENTS JOURNAL PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Warehouse Cr.	PURCHASES DISCOUNT Office Credit	CASH CREDIT
									23
22									

VII N–5B

STUDENT SELF–CHECK I ESTABLISHING THE PETTY CASH FUND – PROBLEM 2 – ANSWER SHEET

CHECK STUB

No. _____

_____ 19____

To _____

For _____

Deposits

Total

Amount This Check

Balance

Balance 684 92

246 08

CHECK

STATE SAVINGS BANK
ANDERSON, ALABAMA

68-492
846

_____ 19____

Pay to the Order of _____ $_____

_____ Dollars

No. _____

WESTGATE MANUFACTURING, INC.

:0869...486 943 6214

CASH PAYMENTS JOURNAL PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Prod. Credit	PURCHASES DISCOUNT Adm. Credit	CASH CREDIT

24

25

VII N–5C

STUDENT SELF–CHECK I **ESTABLISHING THE PETTY CASH FUND – PROBLEM 3 – ANSWER SHEET**

CHECK STUB

No. _____

_____ 19_____

To_____

For_____

	Balance	
	465	26
Deposits	400	50
Total		
Amount This Check		
Balance		

CHECK

NATIONAL BANK OF WHARTON
WHARTON, ILLINOIS

84-163
943

_____ 19_____

Pay to the Order of_____ $_____

_____ Dollars

No. _____

_____
EASTERN ELECTRIC COMPANY

:2964...823 271 8621

CASH PAYMENTS JOURNAL PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Prod. Credit	PURCHASES DISCOUNT Adm. Credit	CASH CREDIT
									27

26

After you complete the problems, check your work with the keys found in this envelope. Correct all errors you made on the 3 problems you did in this self-check. Be sure to fold and return the keys to the envelope when you finish checking your work.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

STUDENT SELF–CHECK I ESTABLISHING THE PETTY CASH FUND – PROBLEM 1 – ANSWER KEY

CHECK STUB

VII N–6A

No. 48

April 6 19--

To Petty Cash

For establish petty cash fund

	Balance	
	346	52
Deposits	300	50
Total	647	02
Amount This Check	35	00
Balance	612	02

CHECK

FIRST NATIONAL BANK OF WILLIAMSTON
WILLIAMSTON, OHIO

72-436
241

April 6, 19--

Pay to the Order of Petty Cash $35.00

Thirty-five and no/100 Dollars

No. 48

Student's Name
WESTERN LINES, INC.

:0934...216 849 8964

CASH PAYMENTS JOURNAL PAGE 6

DATE		ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Warehouse Cr.	PURCHASES DISCOUNT Office Credit	CASH CREDIT
19-- April	6	Petty Cash	48		35 00					35 00
										30
29										

STUDENT SELF–CHECK I **ESTABLISHING THE PETTY CASH FUND – PROBLEM 2 – ANSWER KEY**

CHECK STUB

VII N–6B

No. 68

April 15 19--

To Petty Cash

For establish petty cash fund

	Balance	
	684	92
Deposits	246	08
Total	931	00
Amount This Check	50	00
Balance	881	00

CHECK

STATE SAVINGS BANK
ANDERSON, ALABAMA

68-492
846

April 15, 19--

Pay to the Order of Petty Cash $ 50.00

Fifty and no/100 Dollars

No. 68

Student's Name

WESTGATE MANUFACTURING, INC.

:0869...486 943 6214

CASH PAYMENTS JOURNAL PAGE 8

DATE		ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Prod. Credit	PURCHASES DISCOUNT Adm. Credit	CASH CREDIT
19-- April	15	Petty Cash	68		50 00					50 00
										32
31										

STUDENT SELF–CHECK I **ESTABLISHING THE PETTY CASH FUND – PROBLEM 3 – ANSWER KEY**

CHECK STUB

VII N–6C

No. 84

July 14, 19--

To Petty Cash

For establish petty cash fund

	Balance	
	465	26
Deposits	400	50
Total	865	76
Amount This Check	100	00
Balance	765	76

CHECK

NATIONAL BANK OF WHARTON
WHARTON, ILLINOIS

84-163
943

July 14, 19--

Pay to the Order of Petty Cash $ 100.00

One hundred and NO/100 Dollars

No. 84

Student's Name
EASTERN ELECTRIC COMPANY

:2964...823 271 8621

CASH PAYMENTS JOURNAL PAGE 10

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Prod. Credit	PURCHASES DISCOUNT Adm. Credit	CASH CREDIT
19-- July 14	Petty Cash	84		100 00					100 00
									34

33

STUDENT SELF–CHECK II
THE PETTY CASH VOUCHER

Below are four transactions involving the paying of money from the petty cash fund. Complete a petty cash voucher for each transaction. You may sign the name of each individual who received the money. Start with Voucher No. 10 and go through Voucher No. 13. These expenditures are to be charged to one of the following accounts:

No. 561 Postage Expense
No. 574 Delivery Expense
No. 591 Payroll Expense

Transaction 1: August 6, 19–– – Paid $8.50 to Don Harvey for delivery of a package from Atlas Delivery Service.

Transaction 2: August 8, 19–– – Paid $13.00 to Mary Bolton for a roll of 100 thirteen-cent stamps at the post office.

Transaction 3: August 13, 19–– – Paid $16.00 to Allen Long for washing the office windows.

Transaction 4: August 15, 19–– – Paid Andra Wood $3.50 for her supper the previous day when she worked overtime.

Four petty cash vouchers are in this envelope for use with the problems above.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

STUDENT SELF–CHECK II THE PETTY CASH VOUCHER – ANSWER SHEET

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

After you complete your vouchers, open this envelope and compare your work with the key. Correct all errors you made on your vouchers. Be sure to return key to the envelope.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

VII N–8A

PETTY CASH VOUCHER

No. 10 Date August 6 19 --

To Don Harvey

Amount $8.50

For delivery of package

Account Charged #574 Delivery Expense

Received By Don Harvey

PETTY CASH VOUCHER

No. 11 Date August 8 19 --

To Mary Bolton

Amount $13.00

For 100 thirteen cent stamps

Account Charged #561 Postage Expense

Received By Mary Bolton

PETTY CASH VOUCHER

No. 12 Date August 13 19 --

To Allen Long

Amount $16.00

For Washing Office Windows

Account Charged #591 Payroll Expense

Received By Allen Long

PETTY CASH VOUCHER

No. 13 Date August 15 19 --

To Andra Wood

Amount $3.50

For Supper due to overtime work

Account Charged #591 Payroll Expense

Received By Andra Wood

STUDENT SELF–CHECK III

KEEPING THE PETTY CASH JOURNAL

In the envelope below you will find five petty cash vouchers that have been completed. Remove them from the envelope and record each transaction on page 6 of the petty cash journal that you find on the next page. You are recording vouchers for the month beginning June 1, 19–– to June 30, 19––. You are doing this work on July 1, 19––.

When you finish using these petty cash vouchers be sure to return them to the envelope in their numeric order.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

VII N–9A

PETTY CASH VOUCHER

No. 36 Date June 6 19 --

To Susan's Stationery Shop

Amount $21.00

For stationery for office

Account Charged #531 Office Supplies Expense

Received By Susan Allen

PETTY CASH VOUCHER

No. 37 Date June 8 19 --

To William's Service Center

Amount #7.85

For gasoline for delivery truck

Account Charged #546 Delivery Expense

Received By John Williams

PETTY CASH VOUCHER

No. 38 Date June 13 19 --

To Mayberry's Grocery

Amount $4.56

For Cleaning Supplies

Account Charged #541 Miscellaneous Expense

Received By Jane Townsend

PETTY CASH VOUCHER

No. 39 Date June 18 19 --

To ABC Office Supply Co.

Amount $6.25

For shipping labels

Account Charged #546 Delivery Expense

Received By Allen West

VII N–9B

PETTY CASH VOUCHER

No. 40 Date June 26 19 --

To Daffney Business Machines

Amount $12.35

For Adding machine repair

Account Charged #539 Equipment Expense

Received By William Easterly

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

Student Self-Check III, Continued

Remove Petty Cash Journal form from pocket to do Self-Check III.

ATTENTION TEACHER:

Place a pocket over this area.

VII N–10A

PETTY CASH JOURNAL Page _____

For week beginning _____ 19_____ to _____ 19 _____

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
							18
Recorded By			Date		Total		

After you complete page 6 of the Petty Cash Journal, check your work with the key in this envelope. Correct all errors you made on your petty cash journal page. Be sure to fold and return the key to the envelope when you finish checking your work.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

STUDENT SELF-CHECK III – ANSWER KEY

VII N–11A

PETTY CASH JOURNAL

For week beginning June 1 19-- to June 30 19-- Page 6

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
19--							
June	6	36	Susan's Stationery Shop	stationery for office	531	21	00
	8	37	William's Service Center	gasoline for delivery truck	546	7	85
	13	38	Mayberry's Grocery	cleaning supplies	541	4	56
	18	39	ABC Office Supply Co.	shipping labels	546	6	25
	26	40	Joffrey Business Machines	adding machine repair	539	12	35
							51
50							
Recorded By	Student's Name		Date	July 1, 19--	Total	52	01

STUDENT SELF–CHECK IV

PREPARING A PETTY CASH SUMMARY AND REPLENISHING THE PETTY CASH FUND

Using the page from the Petty Cash Journal in the pocket below prepare a Petty Cash Summary and write the check to replenish the Petty Cash Fund to its original amount of $50.00. Then make the proper accounting entry in the Cash Payments Journal on page 12. You are doing this job on June 1, 19–– and you will be writing check No. 41.

Turn to next page for forms to do this activity.

ATTENTION TEACHER:

Place a pocket over this area.

STUDENT SELF-CHECK IV

VII N–12A

PETTY CASH JOURNAL

Page 5

For week beginning May 1 19 -- to May 31 19 --

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
19--							
May	2	203	Western Lines, Inc.	Postage Due on Delivery	506	4	80
	4	204	Brody's Grocery	Cleaning Supplies	512	3	06
	5	205	ABC Office Supply Co.	Fountain Pen	514	1	04
	7	206	Swanson's Business Machines	Typewriter Ribbon	514	1	98
	8	207	Sammy Johnson	Sweeping Warehouse	516	4	00
	14	208	William Anderson	Mowing Lawn	516	6	00
	18	209	Red Top Taxi	Taxi fare to Courthouse to attend Hearing	512	3	75
	22	210	Marion Post Office	50 Postcards	506	4	50
	23	211	Rose's Dime Store	2 electric light bulbs	512	2	08
	28	212	Mary Smith	Plant for Office	512	4	00
					Total	35	21

Recorded By

Date

53

54

Student Self–Check IV, Continued

The forms for Student Self-Check IV are in this envelope.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

(Put Summary, Check, and Cash Payment Journal in this envelope.)

After you complete your work, check it with the copies in this envelope. Correct the work you did in this self-check. Be sure to put the answer keys back in this envelope.

ATTENTION TEACHER:

Paste a No. 6 Envelope in this area.

(Put answers to summary, Check, and Journal here.)

Student Self-Check IV
Preparing a Petty Cash Summary and
Replenishing the Petty Cash Fund

ANSWER SHEET PAGE 1

Use this section for computations

PETTY CASH SUMMARY

Date _____ 19 ____

For month of _____ 19 ____ to _____ 19 _____

Original Petty Cash Balance $_____

Expenditures:

Account Name	Account Number	Amount	

Total Expenditures $_____

Balance in Fund $_____

Prepared By _____

Account Names

506 – Postage Expense
512 – Miscellaneous Expense
514 – Office Supplies Expense
516 – Payroll Expense

VII N–13B

STUDENT SELF-CHECK IV — **PREPARING A PETTY CASH SUMMARY AND REPLENISHING THE PETTY CASH FUND** — **ANSWER SHEET – PAGE 2**

CHECK STUB

No. _____

Balance 486 91

_____ 19____

To _____

For _____

Deposits 402 83

Total

Amount This Check

Balance

CHECK

MOUNT PLEASANT NATIONAL BANK
MOUNT PLEASANT, IOWA

48-973
548

_____ 19____

Pay to the Order of _____ $ _____

_____ Dollars

No._____

_____
MARY'S LINEN SHOPPE

:8431...096 483 2594

CASH PAYMENTS JOURNAL — **PAGE**

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Store Credit	PURCHASES DISCOUNT Office Credit	CASH CREDIT
									58

57

Student Self-Check IV
Preparing a Petty Cash Summary and
Replenishing the Petty Cash Fund

ANSWER KEY • PAGE 1

PETTY CASH SUMMARY

Date June 1 19 --

For month of May 1 19 -- to May 31 19 --

Original Petty Cash Balance $ 50.00

Expenditures:

Account Name	Account Number	Amount	
Postage Expense	506	9	30
Miscellaneous Expense	512	12	89
Office Supplies Expense	514	3	02
Payroll Expense	516	10	00

Total Expenditures $ 35.21

Balance in Fund $ 14.79

Prepared By Student's Name

Use this section for computations

506	512	514	516
4.80	3.06	1.04	4.00
4.50	3.75	1.98	6.00
9.30	2.08	3.02	10.00
	4.00		
	12.89		

Account Names

506 – Postage Expense
512 – Miscellaneous Expense
514 – Office Supplies Expense
516 – Payroll Expense

VII N–13D

STUDENT SELF-CHECK IV — **PREPARING A PETTY CASH SUMMARY AND REPLENISHING THE PETTY CASH FUND** — **ANSWER KEY – PAGE 2**

CHECK STUB

No. 41

June 1 19--

To Petty Cash

For to replenish petty cash fund

	Balance	
	486	91
Deposits	402	83
Total	889	74
Amount This Check	35	21
Balance	854	53

CHECK

MOUNT PLEASANT NATIONAL BANK
MOUNT PLEASANT, IOWA

48-973
548

June 1 19--

Pay to the Order of Petty Cash $ 35.21

Thirty-five and 21/100 ~~~ Dollars

No. 41

Student's Name
MARY'S LINEN SHOPPE

:8431...096 483 2594

CASH PAYMENTS JOURNAL — PAGE 12

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Store Credit	PURCHASES DISCOUNT Office Credit	CASH CREDIT
19-- June 1	Postage Expense	41		9 30					35 21
	Miscellaneous Expense			12 89					
	Office Supplies Expense			3 02					
	Payroll Expense			10 00					
61									62

STUDENT SELF–CHECK V

KEEPING THE PETTY CASH ACCOUNT

Using the forms and information given below, perform the following tasks:

1. Write a check to establish a petty cash fund for your firm, Allendale Suppliers, Inc., in the amount of $50.00. Use check No. 48. The date is September 2, 19––.

2. Record the entry to establish a petty cash fund in the amount of $50.00 on page 6 of the cash payments journal.

3. Record the following transactions on petty cash vouchers. Start with voucher No. 21. You have the authority to sign the vouchers for those who received petty cash funds.

September 4	Mr. Dawson bought a new ledger for the office for $2.79. (Account No. 513 – Office Supplies Expense)
September 11	Mrs. Alice Means bought a roll of stamps for the office for $13.00 (Account No. 516 – Postage Expense)
September 23	Mrs. Angela Simpson paid $15.00 to have an adding machine repaired. (Account No. 518 – Equipment Repair Expense)
September 28	Mr. Michael Andrews bought a new typewriter ribbon for $1.95 (Account No. 513 – Office Supplies Expense)

4. Record the vouchers you wrote in Step No. 3 on page 8 of the Petty Cash Journal. Total the journal. The date is September 30, 19––.

5. Prepare a Petty Cash Summary for the September transactions.

6. Write a check to replenish the Petty Cash Fund to its original balance. Use check No. 56 and the date is September 30, 19––.

7. Make the entry on page 7 of the Cash Payments Journal to replenish the Petty Cash Fund.

To do Self-Check V, you will use the forms in the pocket on the next page. When you complete this activity, check your work with the answer keys in the pocket on page 16.

Student Self-Check V, Continued

Remove forms from pocket to do Student Self-Check V.

ATTENTION TEACHER:

Place a pocket over this area.

(Put Checks, Cash Payment Journals, Vouchers, Petty Cash Journal, and Summary here.)

VII N–15A

STUDENT SELF-CHECK V — KEEPING THE PETTY CASH ACCOUNT — PAGE 1 ANSWER SHEET

CHECK STUB

No. _____

Balance 450 24

_____ 19____

To _____

For _____

Deposits 286 39

Total

Amount This Check

Balance

CHECK

ALLENDALE NATIONAL BANK
ALLENDALE, FLORIDA

83-926
481

_____ 19____

Pay to the Order of _____ $_____

_____ Dollars

No._____

ALLENDALE SUPPLIERS, INC.

:0864...415 968 3255

CASH PAYMENTS JOURNAL — PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Warehouse Cr.	PURCHASES DISCOUNT Office Credit	CASH CREDIT
									66
65									

VII N–15B

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

VII N–15C

STUDENT SELF–CHECK V
ANSWER SHEET – Page 3

PETTY CASH JOURNAL

Page _____

For week beginning _____ 19_____ to _____ 19 _____

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
						70	
Recorded By			Date		Total		

STUDENT SELF-CHECK V
KEEPING THE PETTY CASH ACCOUNT
ANSWER SHEET, PAGE 4

PETTY CASH SUMMARY

Date _____ 19 ____

For month of _____ 19 _____ to _____ 19 _____

Original Petty Cash Balance $_____

Expenditures

Account Name	Account Number	Amount	

Total Expenditures $_____
Balance in Fund $_____

Prepared By _____

Use this section for computations

Account Names

513 – Office Supplies Expense
516 – Postage Expense
518 – Equipment Repair Expense

VII N–15E

STUDENT SELF–CHECK V KEEPING THE PETTY CASH ACCOUNT – ANSWER SHEET – Page 5

CHECK STUB

_____ No._____

19____

To_____

For_____

	Balance	
	820	50
Deposits	364	25
Total		
Amount This Check		
Balance		

CHECK

ALLENDALE NATIONAL BANK
ALLENDALE, FLORIDA

83-926
481

_____ 19____

Pay to the Order of_____ $_____

_____ Dollars

No._____

_____
ALLENDALE SUPPLIERS, INC.

:0864...415 968 3255

CASH PAYMENTS JOURNAL PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Warehouse Cr.	PURCHASES DISCOUNT Office Credit	CASH CREDIT
									73
72									

Student Self–Check V, Continued

After you have completed this activity, remove the answer keys from the pocket and check your work. Correct all your work from this activity. Be sure to return answer keys to the pocket.

You have completed all the activities in this LAP. You may turn to the next page and take the test to see if you have mastered this LAP.

ATTENTION TEACHER:

Place a pocket over this area.

STUDENT SELF-CHECK V — KEEPING THE PETTY CASH ACCOUNT — PAGE 1 ANSWER KEY

VII N–16A

CHECK STUB

No. 48

September 2, 19--

To Petty Cash

For Establish petty cash fund

	Balance	
	450	24
Deposits	286	39
Total	736	63
Amount This Check	50	00
Balance	686	63

CHECK

ALLENDALE NATIONAL BANK
ALLENDALE, FLORIDA

83-926
481

September 2, 19--

Pay to the Order of Petty Cash $ 50.00

Fifty and no/100 Dollars

No. 48

Student's Name
ALLENDALE SUPPLIERS, INC.

:0864...415 988 3255

CASH PAYMENTS JOURNAL — PAGE 6

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Warehouse Cr.	PURCHASES DISCOUNT Office Credit	CASH CREDIT
19-- Sept. 2	Petty Cash	48		50 00					50 00
									76

75

VII N–16B

PETTY CASH VOUCHER

No. 21 Date September 4 19 --

To Mr. Dawson

Amount $2.79

For ledger

Account Charged #513 Office Supplies Expense

Received By Mr. Dawson

PETTY CASH VOUCHER

No. 22 Date September 11 19 --

To Mrs. Alice Means

Amount $13.00

For roll of stamps

Account Charged #516 Postage Expense

Received By Alice Means

PETTY CASH VOUCHER

No. 23 Date September 13 19 --

To Mrs. Angela Simpson

Amount $15.00

For adding machine repair

Account Charged #518 Equipment Repair Expense

Received By Angela Simpson

PETTY CASH VOUCHER

No. 24 Date September 18 19 --

To Michael Andrews

Amount $1.95

For typewriter ribbon

Account Charged #513 Office Supplies Expense

Received By Michael Andrews

VII N–16C

PETTY CASH JOURNAL

Page 8

For week beginning September 1 19-- to September 30 19--

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
19-- Sept.	4	21	Mr. Dawson	ledger	513	2	79
	11	22	Mrs. Alice Means	roll of stamps	516	13	00
	23	23	Mrs. Angela Simpson	adding machine repair	518	15	00
	28	24	Michael Andrews	typewriter ribbon	513	1	95
							80
					Total	32	74

79

Recorded By Student's Name Date September 30, 19--

VII N–16D

PETTY CASH SUMMARY

Date September 30 19 --

For month of September 1 19 -- to September 30 19 --

Original Petty Cash Balance $ 50.00

Expenditures

Account Name	Account Number	Amount	
Office Supply Expense	513	4	74
Postage Expense	516	13	00
Equipment Repair Expense	518	15	00

Total Expenditures $ 32.74
Balance in Fund $ 17.26

Prepared By Student's Name

Use this section for computations

513	516	518
2.79	13.00	15.00
1.95		
4.74		

Account Names

513 – Office Supplies Expense
516 – Postage Expense
518 – Equipment Repair Expense

CHECK STUB

VII N–16E

No. 56

Balance 820 50

September 30 19--

To Petty Cash

For Replenish fund

Deposits	364	25
Total	1184	75
Amount This Check	32	74
Balance	1152	01

CHECK

ALLENDALE NATIONAL BANK
ALLENDALE, FLORIDA

83-926
481

September 30 19--

Pay to the Order of Petty Cash $32.74

Thirty-two and 74/100 Dollars

No. 56

Student's Name
ALLENDALE SUPPLIERS, INC.

:0864...415 968 3255

CASH PAYMENTS JOURNAL PAGE 7

DATE		ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT		GENERAL CREDIT		ACCOUNTS PAYABLE DEBIT		PURCHASES DISCOUNT Warehouse Cr.		PURCHASES DISCOUNT Office Credit		CASH CREDIT	
19-- Sept.	30	Office Supplies Expense	56		4	74									32	74
		Postage Expense			13	00										
		Equipment Repair Expense			15	00										
															84	
83																

POST TEST

DIRECTIONS

Using the answer sheets your instructor gives you, complete the following tasks.

1. Write a check to establish a petty cash fund for $100.00. Use check No. 101 and the date of September 11, 19-.

2. Make the proper accounting entry in the cash payments journal on page 10 using the date of April 1, 19- to establish a petty cash fund of $25.00. Check No. 46 was written to establish the fund.

3. Complete petty cash vouchers No. 11-14 for the following transactions involving the petty cash fund during the month of June, 19-.

June 4, 19--	Mary Smith purchased a plant for the reception room of the office for $6.83. (Account No. 518 – Miscellaneous Expense)
June 11, 19--	Ann Jones received $4.67 for mailing a package for the firm. (Account No. 521 – Postage Expense)
June 18, 19--	William Allen received $5.02 for washing windows in the office. (Account No. 524 – Payroll Expense)
June 25, 19--	Doris Darby received $3.60 for cleaning supplies for the office. (Account No. 518 – Miscellaneous Expense)

4. Post the vouchers you prepared in Problem 3 to page 11 of the Petty Cash Journal on June 30, 19-.

5. Prepare a Petty Cash Summary from page 11 of the Petty Cash Journal that you prepared in Problem 4. The original petty cash fund balance is $50.00.

6. Write check No. 58, using the date of June 30, 19- to replenish the petty cash fund to its original balance of $50.00 using the Petty Cash Summary you prepared in Problem 5.

7. Make the proper accounting entry on page 12 of the Cash Payments Journal to replenish the petty cash fund for the check you prepared in Problem 6 which came from the information on the Petty Cash Summary that you prepared in Problem 5.

After you complete this Post Test, give your answer sheets to your instructor for evaluation. If this test has been done with complete accuracy your instructor will give you your next assignment. However, if you are unsuccessful, it will be necessary for you to repeat the Learning Activities of this Learning Activity Package (LAP) and take the Post Test again.

VII N–17A

PROBLEM NO. 1

CHECK STUB — POST TEST – PETTY CASH — ANSWER SHEET – PAGE 1 — CHECK

No. _____

Balance 846 32

_____ 19____

To _____

For _____

Deposits 205 41

Total

Amount This Check

Balance

WAYSIDE STATE BANK
WAYSIDE, TEXAS

84-269
382

_____ 19____

Pay to the Order of _____ $_____

_____ Dollars

No. _____

_____
BELL INDUSTRIES, INC.

:0864...094: 849.3821

PROBLEM NO. 2

CASH PAYMENTS JOURNAL

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASE DISCOUNTS Adm. Credit	PURCHASE DISCOUNTS Prod. Credit	CASH CREDIT
									87
86									

VII N–17B

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

VII N–17C

PETTY CASH JOURNAL

Page _____

For week beginning _____ 19_____ to _____ 19 _____

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
90							
Recorded By			Date		Total		91

POST TEST – PETTY CASH
ANSWER SHEET PAGE 4
Problem No. 5

Use this section for computations

PETTY CASH SUMMARY

Date _____ 19____

For month of _____ 19 _____ to _____ 19 _____

Original Petty Cash Balance $ _____

Expenditures:

Account Name	Account Number	Amount	

Total Expenditures $ _____
Balance in Fund $ _____

Prepared By _____

Account Names

518 – Miscellaneous Expense
521 – Postage Expense
524 – Payroll Expense

PROBLEM NO. 6

CHECK STUB — POST TEST – PETTY CASH — ANSWER SHEET – PAGE 5 — CHECK

VII N–17c

No. _____

Balance 838 22

_____ 19 ____

To _____

For _____

Deposits 35 00

Total

Amount This Check

Balance

ALBANY STATE BANK
ALBANY, GEORGIA

36-893
164

_____ 19 _____

Pay to the Order of _____ $ _____

_____ Dollars

No. _____

ELLSTROM MACHINES, INC.

:0596...83 241 8763

PROBLEM NO. 7

CASH PAYMENTS JOURNAL

PAGE

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASE DISCOUNT Adm. Credit	PURCHASE DISCOUNT Prod. Credit	CASH CREDIT
93									94

PETTY CASH

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Peggy C. McElveen

These materials support
Performance Objective 32 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TEACHER INSTRUCTIONS

Copies of answer sheets that the student must have to complete the Petty Cash Learning Activity Package are in the student manual. You will have to keep a supply of these various forms on hand to place in the Learning Activity Packages before each student begins the Learning Activity Package. These answer sheets can be duplicated easily by using fluid masters and a thermofax copying machine. Also, you will find Answer Keys for the five self checks in the student manual. Answer Keys for the pre-test and post-test are in your materials along with the script for the filmstrip. You are to record the narration.

The following is a list of forms you will need to duplicate:

1. Student Learning Activities Check List (1 page)
2. Student Self-Check Answer Sheets

   No. I – 3 pages

   No. II – 1 page

   No. III – 1 page (plus 2 pages of completed petty cash vouchers)

   No. IV – 2 pages (plus 1 completed petty cash journal)

   No. V – 5 pages
3. Pre-Test Answer Sheets – 7 pages
4. Post-Test Answer Sheets – 5 pages
5. Student Self-Check Answer Keys*

   No. I – 3 pages

   No. II – 1 page

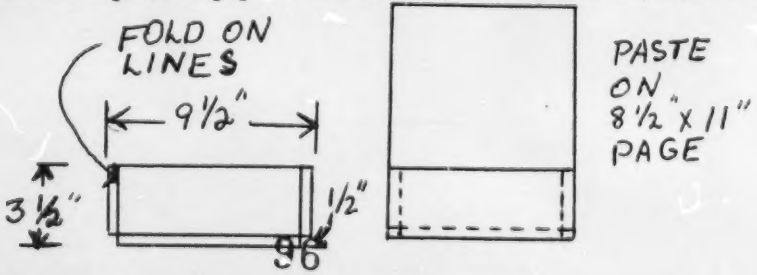
   No. III – 1 page

   No. IV – 2 pages

   No. V – 5 pages

*Student Self-Check answer keys must be placed in their respective envelopes. It will not be necessary to duplicate these each time a student uses the packet. Perhaps if you laminate them, they will wear better.

Paste a No. 6 envelope or pocket where indicated in the student materials. Insert appropriate forms. To make the pocket, cut a piece of paper 3 to 4 inches (7.62 to 10.16 cm) wide and paste on each end as illustrated:



CHECK STUB PRE–TEST – PETTY CASH ANSWER KEY – TASK 1 CHECK

VII N–20

No. 36

May 4 19--

To Petty Cash

For establish petty cash fund

	Balance	
	396	34
Deposits	200	00
Total	1,096	34
Amount This Check	50	00
Balance	1,046	34

MERCHANTS' AND PLANTERS' STATE BANK
OF SOUTH CAROLINA
GAFFNEY, SOUTH CAROLINA

67-336
532

May 4 19--

Pay to the Order of Petty Cash $ 50.00

Fifty and no/100 Dollars

Mrs. Jane Anderson
GAFFNEY KNITTERS

No. 36
:0694...079 729 8614

CASH PAYMENTS JOURNAL PAGE 9

DATE		ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Adm. Credit	PURCHASES DISCOUNT Prod. Credit	CASH CREDIT
19-- May	4	Petty Cash	36		50 00					50 00
97										98

VII N–21

PETTY CASH VOUCHER

No. 1 Date June 24 19 --

To All-Day Drug Store

Amount $.58

For package of twine

Account Charged #526 Mailing Expense

Received By Mary Jones

PETTY CASH VOUCHER

No. 2 Date June 24 19 --

To Post Office

Amount $1.65

For mailing package

Account Charged #526 Mailing Expense

Received By Mary Jones

PETTY CASH VOUCHER

No. 3 Date June 25 19 --

To Able's Book Store

Amount $3.50

For magazines for reception room

Account Charged #529 Miscellaneous Expense

Received By Mary Jones

PETTY CASH VOUCHER

No. 4 Date June 25 19 --

To Easton Office Supply, Inc.

Amount $.89

For rubber cement – Duplicating Department

Account Charged #553 Office Supplies Expense

Received By Mary Jones

VII N–22

PETTY CASH VOUCHER

No. 5 Date June 26 19 --

To United Dime Store

Amount $1.04

For plant food for hanging basket

Account Charged #519 Miscellaneous Expense

Received By Mary Jones

PETTY CASH VOUCHER

No. 6 Date June 27 19 --

To R. J. Stone

Amount $5.60

For postage on parcel

Account Charged #526 Mailing Expense

Received By R. J. Stone

PETTY CASH VOUCHER

No. 7 Date June 27 19 --

To Ann Allison & Sue Jackson

Amount $7.86

For supper due to overtime work

Account Charged #575 Payroll Expense

Received By Ann Allison
Sue Jackson

PETTY CASH VOUCHER

No. 8 Date June 28 19 --

To Dedman's Grocery Store

Amount $1.55

For cleaning supplies

Account Charged #529 Miscellaneous Expense

Received By Mary Jones

VII N–23

PETTY CASH VOUCHER

No. 9 Date June 28 19 --

To Andy Howell

Amount $2.00

For Washing showcase windows

Account Charged #575 Payroll Expense

Received By Andy Howell

PETTY CASH VOUCHER

No. 10 Date June 29 19 --

To Post Office

Amount $.78

For 3 special delivery stamps

Account Charged #526 Mailing Expense

Received By Mary Jones

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

PETTY CASH VOUCHER

No. _____ Date _____ 19 _____

To _____

Amount _____

For _____

Account Charged _____

Received By _____

Pre-Test

Answer Key – Task 3

VII N–24

PETTY CASH JOURNAL

Page 4

For week beginning June 24 19-- to June 29 19--

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
19--							
June	24	1	All-Day Drug Store	package of twine	526		58
	24	2	Post Office	mailing package	526	1	65
	25	3	Able's Book Store	magazines for Reception room	529	3	50
	25	4	Easton Office Supply, Inc.	rubber cement Duplicating Department	553		89
	26	5	United Dime Store	plant food for hanging basket	529	1	04
	27	6	R. J. Stone	postage on parcel	526	5	60
	27	7	Ann Allison, Sue Jackson	supper due to overtime work	575	7	86
	28	8	Dedman's Grocery Store	cleaning supplies	529	1	55
	28	9	Andy Howell	Washing show case Windows	575	2	00
	29	10	Post Office	special delivery stamps	526		78
Recorded By		Student's Name		Date July 1, 19--	Total	25	45

VII N–25

PETTY CASH SUMMARY

Date July 1 19--

For week of June 24 19-- to June 29 19--

Original Petty Cash Balance $ 50.00

Expenditures:

Account Name	Account Number	Amount	
Mailing Expense	526	8	61
Miscellaneous Expense	529	6	09
Office Supplies Expense	553		89
Payroll Expense	575	9	86

Total Expenditures $ 25.45

Balance in Fund $ 24.55

Prepared By Student's Name

Use this section for computations

Accounts

526	529	553	575
.58	3.50	.89	7.86
1.65	1.04		2.00
5.60	1.55		
.78			
8.61	6.09	.89	9.86

Account Names

526 – Mailing Expense
529 – Miscellaneous Expense
553 – Office Supplies Expense
575 – Payroll Expense

CHECK STUB PRE–TEST – PETTY CASH ANSWER KEY – TASK 4 – PAGE 2 CHECK

VII N–26

No. 46

July 1 19--

To Petty Cash

For replenish Petty Cash Fund

	Balance	
	1896	42
Deposits	568	32
Total	2464	74
Amount This Check	25	45
Balance	2439	29

MERCHANTS' AND PLANTERS' STATE BANK
OF SOUTH CAROLINA
GAFFNEY, SOUTH CAROLINA

67-336
532

July 1 19--

Pay to the Order of Petty Cash $ 25.45

Twenty-five and 45/100 Dollars

No. 46

Student's Name
ANDERSON SUPPLIES, INC.

CASH PAYMENTS JOURNAL PAGE 11

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASES DISCOUNT Adm.-Credit	PURCHASES DISCOUNT Prod. Credit	CASH CREDIT
19-- July 1	Mailing Expense	46		8 61					25 45
	Miscellaneous Expense			6 09					
	Office Supplies Expense			89					
	Payroll Expense			9 86					
109									1 10

PROBLEM NO. 1 — POST TEST – PETTY CASH — ANSWER KEY – PAGE 1

CHECK STUB

VII N–27

No. 101

September 11, 19 --

To Petty Cash

For establish Petty Cash Fund

	Balance	
	846	32
Deposits	205	41
Total	1,051	73
Amount This Check	100	00
Balance	951	73

CHECK

WAYSIDE STATE BANK
WAYSIDE, TEXAS

84-269
382

September 11 19 --

Pay to the Order of Petty Cash $ 100.00

One hundred and no/100 Dollars

No. 101

Student's Name
Bell Industries, Inc.

:0864...094: 849 3821

PROBLEM No. 2 — CASH PAYMENTS JOURNAL — Page

DATE	ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASE DISCOUNT Adm.-Credit	PURCHASE DISCOUNT Prod. Credit	CASH CREDIT
19 -- April 1	Petty Cash	46		25 00					25 00
									112
111									

VII N–28

PETTY CASH VOUCHER

No. 11 Date June 4 19 --

To Mary Smith

Amount $6.83

For plant for reception room

Account Charged #518 Miscellaneous Expense

Received By Mary Smith

PETTY CASH VOUCHER

No. 12 Date June 11 19 --

To Ann Jones

Amount $ 4.67

For mailing package

Account Charged #521 Postage Expense

Received By Ann Jones

PETTY CASH VOUCHER

No. 13 Date June 18 19 --

To William Allen

Amount $5.02

For Washing office windows

Account Charged #524 Payroll Expense

Received By William Allen

PETTY CASH VOUCHER

No. 14 Date June 25 19 --

To Doris Darby

Amount $3.60

For Office cleaning supplies

Account Charged #518 Miscellaneous Expense

Received By Doris Darby

PETTY CASH JOURNAL

Page 11

For week beginning June 1 19-- to June 30 19--

VII N–29

DATE		VOUCHER NUMBER	TO WHOM PAID	FOR WHAT	ACCOUNT NUMBER	AMOUNT	
19-- June	4	11	Mary Smith	plant for reception room	518	6	83
	11	12	Ann Jones	mailing package	521	4	67
	18	13	William Allen	Washing Office windows	524	5	02
	25	14	Doris Darby	Office cleaning supplies	518	3	60
115							116
Recorded By		Student's Name		Date June 30, 19--	Total	20	12

VII N–30

PETTY CASH SUMMARY

Date June 30 19 --

For month of June 1 19 -- to June 30 19 --

Original Petty Cash Balance $ 50.00

Expenditures:

Account Name	Account Number	Amount	
Miscellaneous Expense	518	10	43
Postage Expense	521	4	67
Payroll Expense	524	5	02

Total Expenditures $ 20.12
Balance in Fund $ 29.88

Prepared By Student's Name

Use this section for computations

518
6.83
3.60
10.43

521
4.67

524
5.02

Account Names

518 – Miscellaneous Expense
521 – Postage Expense
524 – Payroll Expense

PROBLEM NO. 6
CHECK STUB — POST TEST – PETTY CASH — ANSWER KEY – PAGE 5 — CHECK

VII N–31

No. 58

June 30 19--

To Petty Cash

For Replenish Petty Cash Fund

	Balance	
	838	22
Deposits	35	00
Total	873	22
Amount This Check	20	12
Balance	853	10

ALBANY STATE BANK
ALBANY, GEORGIA

36-893
164

June 30 19--

Pay to the Order of Petty Cash $ 20.12

Twenty and 12/100 ——— Dollars

No. 58

Student's Name
ELLSTROM MACHINES, INC.

:0596...83 241 8763

PROBLEM NO. 7 — CASH PAYMENTS JOURNAL — PAGE 12

DATE		ACCOUNT TITLE	CK. NO.	POST REF.	GENERAL DEBIT	GENERAL CREDIT	ACCOUNTS PAYABLE DEBIT	PURCHASE DISCOUNTS Adm. Credit	PURCHASE DISCOUNTS Prod. Credit	CASH CREDIT
M-- June	30	Miscellaneous Expense	58		10 43					20 12
		Postage Expense			4 67					
		Payroll Expense			5 02					
										120

119

PETTY CASH FILMSTRIP
NARRATION

Frame Number	
1	Petty Cash (Title Slide)
2	Once you become employed in one of the business firms of our community, you may be given the responsibility of handling the tasks involved with the petty cash fund. The following filmstrip is going to show you what will be expected of you in handling the petty cash fund and what you must be able to do.
3	In most business firms, all payments for goods and services are made by check. However, numerous occasions arise when expenditures have to be made for incidental items, such as a package that arrives with postage due, a new plant for the reception area, or a few magazines for the visitors to browse through while waiting for an appointment.
4	To handle these small payments, most business firms keep a small amount of cash to take care of these expenses. This small amount of coins and currency is called the petty cash fund. It is usually kept in a special place, such as a metal cash box, a drawer of a desk, or on a shelf in a cabinet.
5	The amount that is placed in the petty cash fund varies according to the size of the firm and the incidental expenses it has. It can range anywhere from $10 to $100, but the average amount is usually $25. You will want to keep an adequate amount of money in the petty cash fund, so it will only have to be replenished once a month, preferably on the last day of the month.
6	The job of maintaining the petty cash fund is usually the job of one particular employee. It is often the receptionist or a secretary who is given the responsibility of controlling the fund.
7	Once you are employed, if the task of maintaining the petty cash fund becomes your responsibility, you will find there are three basic things to do. First, you may have to start a petty cash fund if one is not in operation. Next, you will have to know the procedure for making payments from the fund, and as a final responsibility you will be called upon to probably replenish it at the end of the month.
8	If there is no petty cash fund in operation where you are employed, then it might become your job to start one. What will you have to do to put a petty cash fund into operation?
9	The first thing you will have to do to start a petty cash fund is to write a check to Petty Cash for the amount you feel will be necessary for incidental cash expenditures for a month. Remember the amount may vary from $10 to $100 depending upon the expenses that are handled with cash.
10	After you have written the check for petty cash, then you must sign it if you are given this authority. If you are not able to sign it, then you must take it to the person who has this authority.
11	Once the check to Petty Cash has been written and signed, then it must be cashed to get currency and coins.

12 When you get the currency and coins for the check you cashed,

13 you place the money in the location which has been designated to serve as the petty cash fund. It may be a desk drawer or a cash box on a cabinet shelf.

14 You may also have the responsiblity of making the appropriate accounting entry for this transaction of establishing a petty cash fund. However, this is often the responsiblity of the accountant or bookkeeper of your firm.

15 If you have the responsibility of recording the accounting transaction in the Cash Payments Journal, then you debit the Petty Cash account for $50.00 and credit the Cash Account for $50.

16 Let us review the steps you must follow to establish a Petty Cash Fund.
First, determine the amount of money that will be necessary to take care of incidental cash payments for your firm for one month.
Next, write a check for the amount you feel is needed. Make it payable to Petty Cash.
Then you either sign the check or get it signed by the person who has this authority.
Once the check has been signed, take it and get it cashed.
Then place the money in the spot designated for the Petty Cash Fund.
And last, record the accounting transaction in the Cash Payments Journal if it is your responsiblity.

17 Once the Petty Cash Fund has been established, then you have the responsiblity to keep a record of all payments that are made out of the fund.

18 You are busy at work when a delivery person arrives with a C.O.D. package and informs you that you owe $6.95. What would you do?

19 You would go to the petty cash fund and remove $6.95.

20 Also you would get a petty cash voucher and fill it out.

21 The first thing you put on the Petty Cash Voucher is its number. The numbers run in consecutive order.
Then you record the date, the name of the person or firm receiving the money, the amount, what it is for, and the expense account number and name that is to be charged for this account.

22 After the Petty Cash Voucher has been filled out properly, have the person who received payment to sign in the designated place.

23 After the Petty Cash Voucher has been signed, it is placed in the petty cash box or in a place near it.

24 Sometimes you may be sent on an errand to purchase some small item at a place of business with whom your employer does not have a charge account.
You will be using cash and will not have a petty cash voucher for them to sign. What do you do in a situation like this?

25 If you make a cash purchase when it is impossible to get the petty cash voucher signed, be sure to ask for a receipt for the expenditure.

26 It can be a sales slip or a cash register tape.

27 When you return to work after making an expenditure from the petty cash fund,

28 always fill in a Petty Cash Voucher,

29 and then staple the Petty Cash Voucher to the receipt.

30 Let us now review the steps you follow in making expenditures from Petty Cash Fund.
First, you make the payment from the petty cash fund.
Next, complete a Petty Cash Voucher.
Have the voucher signed by the party receiving payment, or if you cannot get a signature, attach or file receipt to back up the entry.
The last step is to place the voucher in the petty cash box.

31 At the end of the month, you post all the petty cash vouchers for the month to the Petty Cash Journal. This is done by removing all of the Petty Cash Vouchers from the petty cash box and listing them in numerical order in the Petty Cash Journal.

32 You complete the Petty Cash Journal by recording the page number and the beginning and ending dates of the month involved.
Next, record the information from each petty cash voucher in numerical order.
Total the expenditures from the petty cash fund for the month, then sign your name and the date on which this journal was posted.

33 You must now prepare a Petty Cash Summary for the month.
First, list all petty cash expenditures from the Petty Cash Journal in their proper account. Once this is done, find the total amount that was spent for each account and draw a circle around the amount.

34 Prepare the Petty Cash Summary in the following manner.
1. State the type of report
2. List the dates covered
3. List the amount in Petty Cash at the beginning of the period.
4. List all expenditures by account number and name and get a total
5. Subtract total expenditures from beginning balance to get ending balance
6. Count the money in the petty cash box. It should equal the ending balance of your Petty Cash Summary Report.

35 After you have prepared the Petty Cash Summary Report, attach all the vouchers and receipts to it. Write a check to petty cash for the amount of expenditures that were made from the fund during the month. Take the summary, attached vouchers and receipts, and the check to your supervisor.

36 You get your employer to sign the check.

37 You take it to the bank and cash it.

38 Then, you return and place the coins and currency in the petty cash box. This brings the fund back to its full amount.

39 If you have the responsibility of recording the accounting entry for replenishing the petty cash fund at the end of the month in the Cash Payments Journal, this is the procedure you follow:

1. Fill in the page number and the date.
2. List all expense accounts that were charged for petty cash expenditures during the month. Debit their amount in the general ledger columns.
3. Credit the cash column for the total amount of expenditures that were made from the petty cash fund during the month.

40 Let us now review the seven steps for replenishing the petty cash fund.

1. Add petty cash vouchers and count money that remains in the box.
2. Prove the Petty Cash Fund Vouchers + Cash = Beginning Amount
3. Prepare Petty Cash Summary and attach vouchers.

41 4. Write check to Petty Cash for expenditures from fund.

5. Submit summary and check to supervisor for approval.
6. Cash check and put money in petty cash box.
7. Make accounting entry in Cash Payments Journal.

42 You have seen how a petty cash fund is started, maintained, and replenished. You will now be given several activities to perform to give you experience in handling the petty cash account.

43 Prepared by: Peggy McElveen

44 THE END